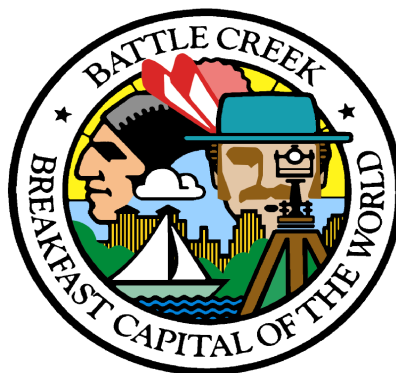


# City of Battle Creek Planning Department ANNUAL REPORT

# 2015

An annual report of the activities and business of the City of Battle Creek Planning Commission, Zoning Board of Appeals, and the Historic District Commission, including departmental responsibilities relative to planning and zoning.



Prepared By:

Planning and Zoning Division  
City of Battle Creek  
10 N. Division Street, Ste. 117  
Battle Creek, MI 49014

**To:** Rebecca Fleury, City Manager  
Marcie Gillette, Community Services Director  
Jill Steele, City Attorney  
Members of the City Commission  
Members of the City Planning Commission  
Members of the Zoning Board of Appeals  
Members of the Historic District Commission

## **2015 Annual Report of the Planning Department**

The Michigan Planning Enabling Act, PA 33 of 2008, as amended, requires that an annual report of Planning Commission activities be prepared for the legislative body that reflects the administration and enforcement of the master plan and zoning ordinance, including recommendations for amendments or supplements to the ordinance.

The Planning Department administers the activities and business for three boards/commissions, all of which are related to goals and objectives in the Master Plan. As such, this report was prepared to highlight the activities of all three boards/commissions, as well as departmental responsibilities and activities relative to planning and zoning. The report includes the following information as follows:

<b>Introduction.....</b>	<b>1</b>
<b>Boards/Commissions.....</b>	<b>1</b>
❖ <b>Planning Commission.....</b>	<b>1</b>
❖ <b>Zoning Board of Appeals.....</b>	<b>8</b>
❖ <b>Historic District Commission.....</b>	<b>13</b>
<b>Other Department Activities .....</b>	<b>20</b>
❖ <b>Current and Ongoing Planning Initiatives .....</b>	<b>20</b>
❖ <b>Ordinance Implementation/Enforcement .....</b>	<b>21</b>
○ <b>Site Plan Review.....</b>	<b>21</b>
○ <b>Zoning Enforcement.....</b>	<b>22</b>
○ <b>Miscellaneous.....</b>	<b>23</b>
<b>Summary.....</b>	<b>23</b>

The statute does not require approval of this report but simply that it is filed with the City Commission.

With this report, we would like to express our sincere appreciation to the citizen volunteers who are an integral part of the City Government and dedicate their time without compensation to make Battle Creek's government reflective of the attitudes and beliefs of all of its residents.

---

Christine M. Zuzga, AICP  
Manager, City Planning Department

## **INTRODUCTION**

Long range planning for the physical development of the City of Battle Creek is the primary focus of the Planning Department. In addition to preparing and maintaining the Master Plan the department is responsible for the administration of the zoning ordinance and other tools that are implemented to attain the goals and objectives listed in the plan. The day to day operations of the planning and zoning functions for the City include addressing a considerable amount of phone calls, emails, and visits from the public, as well as administrative duties including public hearing notices, meeting minutes, and scheduling of meetings and inspections. For those seeking property specific approvals, staff spends a substantial amount of time with potential applicants to ensure they have a clear understanding of their options as well as the process involved for each one.

The Planning Department is staffed by a Manager, Senior Planner, Zoning/Lead Inspector, and an Administrative Assistant. The Administrative Assistant position has 50% of their time dedicated towards housing rehabilitation activities performed by the Community Development Department. For six full months of 2015, between April and September, the Planning Division was staffed on average 65% of the time due to unforeseen staff leave.

The information for 2015 outlined herein is summarized in order of the appropriate board/commission and five-year historical data is included for each type of request. Additional activities and responsibilities of the department are included at the end of the report.

## **BOARDS/COMMISSIONS**

### **❖ Planning Commission**

The Planning Commission is a nine-member volunteer board appointed by the Mayor and approved by the City Commission. They are responsible for planning the future growth of the community and review of specific development projects including special use permits, zoning ordinance amendments, and property rezoning requests. The Planning Commission is also charged with the preparation and adoption of plans for the City including the Master Plan and Capital Improvement Plan. The Planning Commission meets at 4:00 P.M. on the fourth Wednesday of each month in the City Commission Chamber.

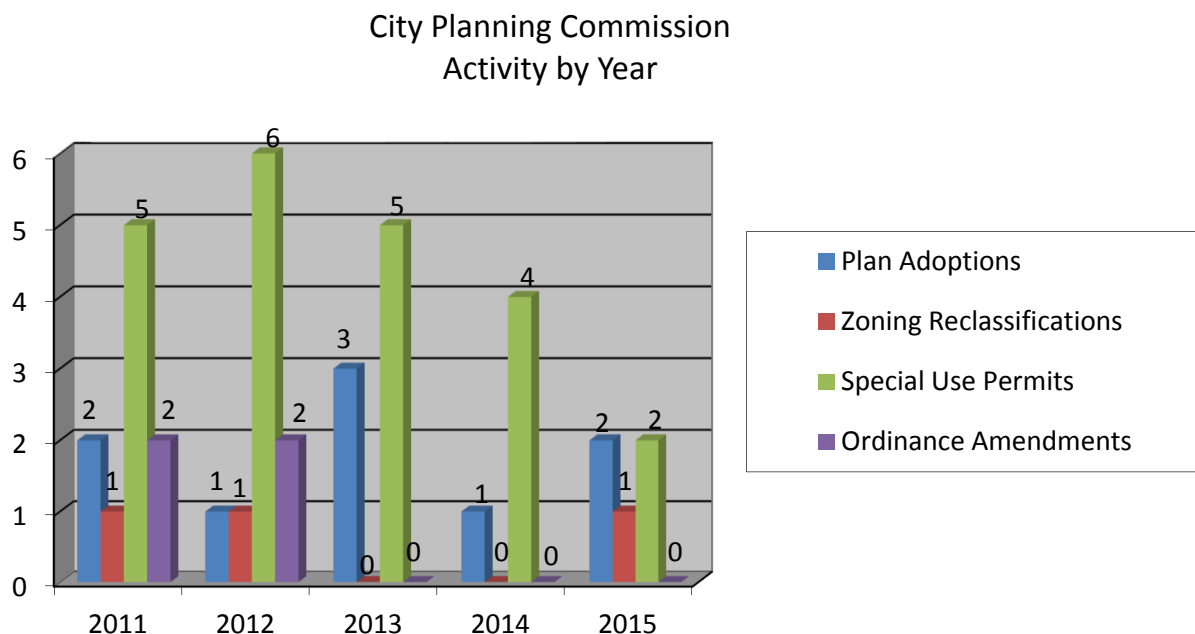
Planning enabling legislation outlines that the Commission should represent a broad spectrum of interests, including industry, transportation, commerce, education, agriculture, etc.; this same statute outlines that the Commission should represent the various geographic areas of the City. As provided for by statute, there are two City Commission members appointed to the Planning Commission each with voting rights and one member of the Planning Commission also serves on the Zoning Board of Appeals. The Manager of the Planning Department serves as the Executive Secretary for the Planning Commission and has no voting rights.

Members of the Planning Commission at the end of 2015 include:

<u>Name</u>	<u>Term Expires</u>
Steve Barker	1 – 01 – 2017
Marie Briganti	1 – 01 – 2017
John Godfrey	1 – 01 – 2017
Jim Hopkins	1 – 01 – 2018
William Burton	1 – 01 – 2018
John Stetler	1 – 01 – 2019
Dan Buscher	1 – 01 – 2019
Lynn Ward Gray, Commissioner	11 – 15 – 2016
Susan Baldwin, Vice-Mayor	11 – 15 – 2016

The Planning Commission serves in an advisory capacity to the City Commission by holding a public hearing on each request, deliberating on each around a set of standards, and providing a recommendation to the City Commission. The enabling legislation and local ordinance requires a public hearing be held for each type of request and furthermore that the public hearing notice be published in the paper as well as notices mailed to property owners and occupants within three hundred feet of the subject property. Additionally, the local ordinance requires a notice to be published that indicates the day/time of the City Commission review and approval. The fee for a non-City initiated request, including special use permit, zoning amendment, or a property rezoning, is \$600 which attempts to cover costs for the required public hearing notifications.

The following chart summarizes the number and type of petitions received in 2015, and compares them with data from the past five years. The spreadsheet on pages 5-7 details the activities of the Planning Commission in 2015.



	2011	2012	2013	2014	2015
Plan Adoptions	2	1	3	1	2
Zoning Reclassifications	1	1	0	0	1
Special Use Permits	5	6	5	4	2
Ordinance Amendments	2	2	0	0	0

The last five years have shown a decrease in the amount of requests coming through Planning Commission; however the number of projects and dollar value of investment occurring within the City has been increasing, demonstrating that projects are primarily occurring within the confines of local zoning regulations. This coincides with the department's and the City's efforts to be more business-friendly and help property and business owners, developers, realtors, and any other individuals seeking to make changes to a property get through process and procedure in an expeditious and efficient manner.

To this end, planning staff is continuously reviewing and researching regulations (existing and potential) to ensure that property improvements can be reviewed and approved promptly, while being conscientious of surrounding property owners and land uses to ensure their well-being and property values are protected. These efforts are a balancing act to ensure all concerns are treated equitably and the outcome is for the overall benefit of the community.

Following is a summary of the various requests submitted to the Planning Commission in 2015; a detailed list of these can be found on pages 5-7 of this document.

### **Special Use Permits**

Each zoning district in the zoning ordinance outlines the land uses that are permitted by right in each district and do not need additional zoning approval. The zoning ordinance also lists special land uses that would be allowed in any district; these special land uses are those uses of land that are not necessarily incompatible with the uses permitted in each zoning district, but require review to ensure they would be compatible with surrounding land uses and additional oversight as to how they are implemented.

The specific special uses provided for by ordinance are subject to public hearing at the Planning Commission. Based on the local ordinance, the City Commission is authorized to make final determinations as to the approval, approval with conditions, or denial of special use permits. Each request is reviewed to ensure compliance with the eight standards outlined in the ordinance.

In 2015, there were two requests for special use permits; one was for an amendment to Lakeview Senior Living Facility on Helmer Road, the other to allow a tattoo parlor on Columbia Avenue.

### **Rezoning Requests**

Rezoning requests are typically submitted by a property owner, though the City could initiate such a request. A rezoning request needs to be evaluated by looking at the highest and most intensive use of land that could be allowed under the proposed zoning district, zoning districts and land uses of the surrounding properties, and compliance with the master plan and future land use map. A traditional rezoning approval cannot be made with conditions - the zoning district simply changes, and if the request is approved any land uses allowed in the new zoning classification would be allowed on the property.

In 2006, legislation was approved to conditional rezoning in Michigan communities. Conditional rezoning allows for conditions on a rezoning request but with strict limitations and tied to a specific development and operations plan submitted as part of the application. Staff has had conversations with various property owners about this option, and in 2015 the City saw the first conditional rezoning request from JPG Resources at 166 E. Goodale for a small scale food production facility. This is a great tool that will help ensure properties are developed in accordance with best practice, yet provide some assurances to the neighbors and the City that the proposed use will be compatible with surrounding areas.

### **Ordinance Amendments**

Proposed ordinance amendments can be initiated by the public, staff, or by the City Commission. Generally, the discussion is placed on the meeting agenda for initial review to determine the level of interest from the Planning Commission and what type of parameters should be included in a draft ordinance. Providing there is support from the Planning Commission, a draft ordinance will later be submitted and a public hearing held.

In 2015 there were no zoning ordinance amendments considered by the Planning Commission. There were, however, other ordinances that had ties to zoning and/or land use that were approved by City Commission. These are discussed in the last section of this report.

Staff maintains a list of ordinances that should be amended in the future. The bulk of these amendments are for clarification and consistency purposes. Based on the future Master Plan update, staff expects a significant number of amendments to the zoning ordinances will be required.

### **Capital Improvement Program**

Planning enabling legislation requires the preparation and use of a Capital Improvement Plan that attempts to determine and prioritize the anticipated needs of the City for a six year minimum time period. The approval of this document does not place any particular project into the budget but only serves as a guideline to determine future budgeting needs. Each year, the intent is to revise the plan to accommodate current or projected future needs.

Planning enabling legislation requires the Capital Improvement Plan to be reviewed by the Planning Commission to ensure projects are consistent with the goals and objectives of the master plan. The Planning Commission reviewed the 2015-2020 Capital Improvement Plan in the early part of 2015, and finding that the projects were consistent with the City of Battle Creek Master Plan, recommended to City Commission its approval, noting that the items contained in the plan were not actually placed in the budget.

## Planning Commission - Summary Year 2015

Date	Petition Type	Request	Petitioner	PC Action	CC Action
<b>January</b>					
<b>Present:</b>	Monthly Mtg. Cancelled	(No petitions to be reviewed)			
<b>February</b>					
<b>Present:</b>	Monthly Mtg. Cancelled	(No petitions to be reviewed)			
Steve Barker					
William Burton					
Dan Buscher					
Alyssa Jones					
John Godfrey					
Dean Newsome					
John Stetler					
Christine Hilton					
Glenn Perian					
<b>March</b>					
<b>Present:</b>					
Steve Barker	CIP 2016-2021 Presentation:	Linda Morrison, Finance Dir.	City of Battle Creek		
William Burton		Capital Improvement	Finance Department		
Dan Buscher		FY 2016 - 2021			
John Godfrey					
Alyssa Jones	<b>S-01-15 Special Use Permit</b>	Scott Ganton	Amendment to SUP to allow	<b>APPROVED</b>	<b>APPROVED</b>
Dean Newsome	<b>14661 S. Helmer Rd.</b>	14661 S. Helmer Rd.	10 Addl. Units to Lakeview		City Commission Mtg.
John Stetler	<b>Parcel #0071-00-100-0</b>	Battle Creek, MI 49015	Senior Living Facility.		<b>04/14/2015 Resol.#101</b>
Lynn Ward-Gray					
Christine Hilton					
Marcel Stoetzel	Election of Officers:	Chairperson - Dan Buscher		<b>APPROVED</b>	
Glenn Perian		Vice-Chairperson - Steve Barker			
Leona Parrish		Secretary - John Stetler			
<b>April</b>					
<b>Present:</b>	Monthly Mtg. Cancelled	(No petitions to be reviewed)			
<b>May</b>					
<b>Present:</b>	Monthly Mtg. Cancelled	(No petitions to be reviewed)			
	<b>5/14/15 - PC Special Mtg.</b>				
	<b>RE: Master Plan Revision</b>				

## Planning Commission - Summary Year 2015

Date	Petition Type	Request	Petitioner	PC Action	CC Action
<b>June</b>					
<b>Present:</b>	Monthly Mtg. Cancelled	(No petitions to be reviewed)			
<b>July</b>					
<b>Present:</b>	Monthly Mtg. Cancelled	(No petitions to be reviewed)			
<b>August</b>					
<b>Present:</b>	Monthly Mtg. Cancelled	(No petitions to be reviewed)			
<b>September</b>					
<b>Present:</b>	<b><u>Z-01-15 Conditional ReZoning</u></b>	Requesting a conditional re-zoning to allow a small scale food manufacturing facility in a C-2 General Business zone.	Mr. Jeff Grogg, JPG Resources, LLC, 223 E. Roosevelt, Battle Creek, MI 49037	<b>APPROVED</b>	<b>APPROVED</b>
Steve Barker	<b>166 E. Goodale Avenue</b>				<b>City Commission Mtg.</b>
William Burton	<b>Parcel #0136-00-154-0</b>				<b>10/20/2015 Resol.#237</b>
Dan Buscher					
John Godfrey					
Lynn Gray					
Jim Hopkins					
<u>Dean Newsome</u>					
Christine Hilton					
Marcel Stoetzel					
Glenn Perian					
Leona Parrish					
<b>October</b>					
<b>Present:</b>	<b><u>#S-02-15 Special Use Permit</u></b>	Requesting a Special Use Permit to allow a Tattoo Parlor in a C-3 Intensive Business District.	Tracy M. Smith on behalf of Mark & Stephanie Lambert 19 W. Fountain Street Battle Creek, MI 49037	<b>APPROVED</b>	<b>APPROVED</b>
Steve Barker	<b>537 W. Columbia Avenue</b>				<b>City Commission Mtg.</b>
Marie Briganti	<b>Parcel #6460-11-489-0</b>				<b>11/10/2015 Resol.#5</b>
William Burton					
Dan Buscher					
Lynn Gray	<b>Year 2016 - PC Mtg. Dates</b>			<b>APPROVED</b>	
Jim Hopkins					
<u>John Stetler</u>					
Christine Hilton					
Marcel Stoetzel					
Glenn Perian					
Leona Parrish					



## Planning Commission - Summary Year 2015

Date	Petition Type	Request	Petitioner	PC Action	CC Action
<b>November</b>					
<b>Present:</b>	Monthly Mtg. Cancelled	(No petitions to be reviewed)			
<hr/>					
<b>December</b>					
<b>Present:</b>					
Steve Barker	Parks/Rec Plan Amendment	Parks & Recreation Draft Master Plan Amendment Year 2014-2018.	City of Battle Creek	APPROVED	APPROVED City Commission Mtg. 1/05/2016 Reso.#45
Dan Buscher			Parks & Recreation Dept.		
John Godfrey			Kevin Smith, Manager		
Lynn Gray					
Jim Hopkins		Review of Master Plan Goals & Objectives			
<u>John Stetler</u>					
Christine Hilton					
Marcel Stoetzel					
Leona Parrish					

## ❖ Zoning Board of Appeals

The Zoning Board of Appeals consists of seven members appointed by the Mayor and approved by the City Commission, for three-year, staggered terms. They review and consider all petitions for appeals or variances to the requirements of the zoning ordinance. Variance requests include dimensional variances, such as requests for signage in excess of that which is permitted, reductions in parking or setback requirements, and buildings in excess of the size permitted by the ordinance. The other type of variance request is for a use variance, when one is asking for approval to use the property for something not otherwise permitted by right. The Zoning Board meets at 4:00 P.M. on the second Tuesday of each month in the City Commission Chambers.

A dimensional variance can be approved by a simple majority of the members of the Zoning Board of Appeals, but a use variance requires a two-thirds approval vote from its members. Based on State statute and subsequent case law, persons applying for variances must be able to prove to the Zoning Board of Appeals that a “*practical difficulty*” exists if they are compelled to follow the ordinance as it relates to dimensional variances and that an “*unnecessary hardship*” exists in order to qualify for a use variance. The Zoning Board of Appeals is also authorized to review appeals from an aggrieved party regarding a decision of the Zoning Administrator’s to determine if an interpretation or ruling was sufficient. Under state law, an individual’s appeal of a decision of the Zoning Board of Appeals must be filed in Circuit Court.

As with petitions that are submitted to the Planning Commission, enabling legislation requires a public hearing with a notice published in the paper as well as notices mailed to property owners and occupants within three hundred feet of the subject property. The fee for a variance request is \$100 for a residential property and \$200 for a commercial property which attempts to cover costs for the required public hearing notifications.

The Michigan Zoning Enabling Act of 2006, as amended, allows for one regular member of the Zoning Board of Appeals to also be a member of the Planning Commission. State zoning legislation also provides for the opportunity to appoint two additional “alternate” members. An alternate member may be called to serve as a member of the Zoning Board of Appeals in the absence of a regular member, or in the event that a regular member abstains for reasons of conflict of interest. We have exercised this option and at this time have one appointed alternate.

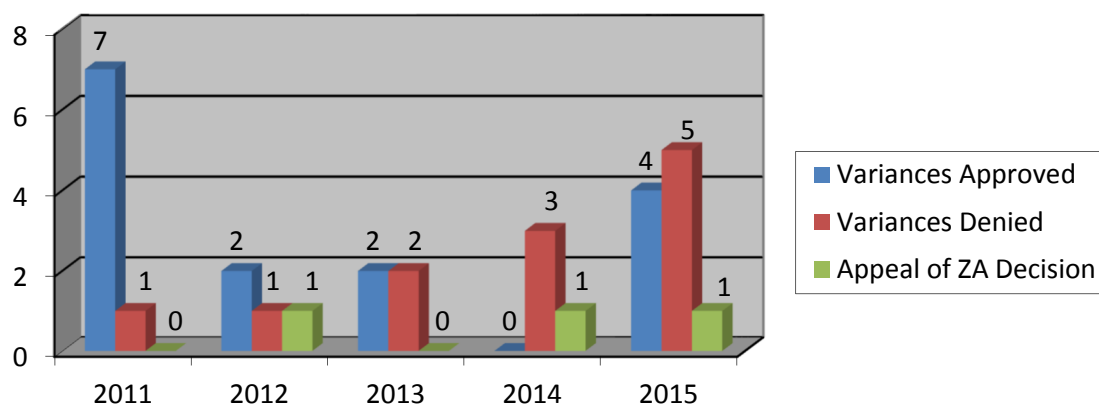
Members of the Zoning Board of Appeals at the end of 2015 included:

<b><u>Name</u></b>	<b><u>Term Expires</u></b>
Carlyle Sims	1 – 01 – 2019
Deland Davis	1 – 10 – 2019
Becky Squires	1 – 01 – 2018
John Stetler	1 – 01 – 2018 ( <i>Planning Commission Representative</i> )
James Moreno	1 – 01 – 2017
Samuel Gray	1 – 01 – 2017
Rick Barnes	1 – 01 – 2016
Mark Jones (alternate)	

The following charts summarize the number and type of petitions received in 2015 and compares them with information from the past five years. There has been a small increase in the amount of variance applications submitted to the Zoning Board of Appeals most likely due to an increase in the amount of activity and improvements property owners have undertaken this past year.

The spreadsheet on pages 10-12 documents the activities of the Zoning Board of Appeals in 2015.

Zoning Board of Appeals  
Activity by Year



Year	2011	2012	2013	2014	2015
Variances Approved	7	2	2	0	4
Variances Denied	1	1	2	3	5
Appeal of ZA Decision	0	1	0	1	1

## Zoning Board of Appeals - Summary Year 2015

MONTH	APPEAL #	LOCATION	APPELLANT	REQUEST	ACTION
JANUARY					
Present:	CANCELED	(No Petitions Received)			
FEBRUARY					
Present:	CANCELED	(No Petitions Received)			
MARCH					
Present:	A - 01 - 15	106 Battle Creek Ave.	Grabiela Fernandez on behalf of	Request to Appeal the decision of	CANCELED - NO QUORIM
Deland Davis	Appeal	Parcel #5270-00-202-0	owner: (Robert B. Brazoban)	the Zoning Administrator in order to	
Samual Gray			30 E. Columbia Ave. Ste F-1	allow a 4-Unit Residential use in an	
James Moreno			PMB 205, Battle Creek, MI49015	R-2 Two Family Residential District.	
Glenn Perian					
Leona Parrish					
Election of New Officers:					
APRIL					
Present:	A - 01 - 15	106 Battle Creek Ave.	Grabiela Fernandez on behalf of	Request to Appeal the decision of	DENIED
Rick Barnes	Appeal	Parcel #5270-00-202-0	owner: (Robert B. Brazoban)	the Zoning Administrator in order to	
Greg Dunn			30 E. Columbia Ave. Ste F-1	allow a 4-Unit Residential use in an	
Samuel Gray			PMB 205, Battle Creek, MI49015	R-2 Two Family Residential District.	
James Moreno					
Carlyle Sims					
Becky Squires	Election of New Officers:		John Stetler - Chairperson & Greg Dunn - Vice-Chairperson		
John Stetler					
Jill Steele					
Christine Zuzga					
Leona Parrish					
MAY					
Present:	Z - 01 - 15	104 Lathrop Avenue	Mr. James L. Juhnke, Attorney	Request to allow 3-unit residential in	DENIED
Rick Barnes		Parcel #6810-04-018-0	on behalf of Precious B. Holder	a legal-nonconforming 2-unit for a	
Greg Dunn			835 Golden Ave, Battle Creek MI	property zoned R-1C.	
Deland Davis	Z - 02 - 15	1745 E. Columbia Ave.	Mr. James Maceroni, on behalf of	Request for a dimensional variance	DENIED
Samuel Gray		Parcel #0160-00-114-0	owner, 8960 E. Shore Dr., Port-	to allow Adult Business closer than	
James Moreno		& 1060-00-140-0	age, MI 49002.	300 ft from residential district and	
Carlyle Sims				1000 ft. from Park.	
Becky Squires					
John Stetler					
Marcel Stoetzel					
Christine Zuzga					
Leona Parrish					
JUNE					
Present:	CANCELED	(No Petitions Received)			

MONTH	APPEAL #	LOCATION	APPELLANT	REQUEST	ACTION
<b>JULY</b>					
<b>Present:</b>	<b>CANCELED</b>	<b>(No Petitions Received)</b>			
<b>AUGUST</b>					
<b>Present:</b>	<b>CANCELED</b>	<b>(No Petitions Received)</b>			
<b>SEPTEMBER</b>					
<b>Present:</b> <i>Rick Barnes</i> <i>Samuel Gray</i> <i>James Moreno</i> <i>Carlyle Sims</i> <i>Becky Squires</i> <i>John Stetler</i> <i>Jill Steele</i> <i>Christine Zuzga</i> <i>Glenn Perian</i> <i>Leona Parrish</i>	<b>Z - 03 - 15</b>	<b>1017 N. Raymond Rd.</b> <b>Parcel #0155-00-023-0</b> <b>&amp; 1060-00-140-0</b>	Mr. James Maceroni, on behalf of owner, 8960 E. Shore Dr., Portage, MI 49002.	Request for a dimensional variance to allow Adult Business closer than 1000 ft from another adult business.	<b>APPROVED</b>
	<b>Z - 04 - 15</b>	<b>409 Capital Ave. S.W.</b> <b>Parcel #1530-00-002-0</b>	Ms. Katrina Portes 409 Capital Ave. S.W. Battle Creek, MI 49015	Request to appeal the decision of Zoning Administrator to allow 4-units in a Legal Non-conforming 3-unit & commercial use property, zoned C3.	<b>PULLED APPEAL</b>
<b>OCTOBER</b>					
<b>Present:</b> <i>Deland Davis</i> <i>Samuel Gray</i> <i>Carlyle Sims</i> <i>Becky Squires</i> <i>John Stetler</i> <i>Marcel Stoetzel</i> <i>Christine Zuzga</i> <i>Leona Parrish</i>	<b>Z-05-15</b>	<b>41 N. 20TH Street</b> <b>Parcel #9310-22-478-0</b>	Darrell Burke Construction Mr. Perry Beard 750 Capital Ave., N.E. Battle Creek, MI 49017-5666	Request for a dimensional variance to allow an attached garage to be 5 ft. from side-property line where 8 ft. is required by ord. #1278.01	<b>DENIED</b>
	<b>Z-06-15</b>	<b>114 E. Minges Rd.</b> <b>Parcel #3320-07-132-0</b>	St. Mark Lutheran Chruch Mr. Richard Schuemann 114 E. Minges Rd. Battle Creek, MI 49017	Request to allow an Electronic Changeable Copy Sign in an R-1C Single Family Zone.	<b>TABLED</b> <b>(To allow more than 5 members in attendance)</b>
	<b>Z-07-15</b>	<b>43 N. Burdge Street</b> <b>Parcel #8210-00-097-0</b>	Chris Patrick & Jennifer Kline 43 N. Burdge Street Battle Creek, MI 49017	Request a dimensional variance to allow a 6 ft. privacy fence in a front-yard in a R-1C Single Family Zone.	<b>DENIED</b>
	<b>Request to approve Zoning Board - 2016 Yearly Meeting Dates.</b>				<b>APPROVED</b>
<b>NOVEMBER</b>					
<b>Present:</b> <i>Rick Barnes</i> <i>Samuel Gray</i> <i>James Moreno</i> <i>Carlyle Sims</i> <i>Becky Squires</i> <i>John Stetler</i>	<b>Z-06-15</b>	<b>114 E. Minges Rd.</b> <b>Parcel #3320-07-132-0</b>	St. Mark Lutheran Chruch Mr. Richard Schuemann 114 E. Minges Rd. Battle Creek, MI 49017	Request to allow an Electronic Changeable Copy Sign in an R-1C Single Family Zone.	<b>DENIED</b>
	<b>Z-08-15</b>	<b>386 Capital Ave., S.W.</b> <b>Parcel #3460-00-012-0</b>	Mr. Gerald A. Gault 386 Capital Ave., S.W.	Request a Use Variance to allow a residential use on 1st floor of a	<b>APPROVED</b>

MONTH	APPEAL #	LOCATION	APPELLANT	REQUEST	ACTION	
Marcel Stoetzel Glenn Perian Leona Parrish	Z-09-15	4 Shadywood Lane Parcel #9610-24-932-0	Battle Creek, MI 49015	Legal Nonconforming property zoned C-3 Intensive Business Dist.		
			Ms. Thelma M. Ousley 4 Shadywood Lane Battle Creek, MI 49015	Request a dimensional variance to allow 8 ft. front-yard setback where a 25 ft. is required for a corner lot in order to build a deck/carport.	APPROVED	
Request to approve corrected Zoning Board - 2016 Yearly Meeting Dates. (Note: February 8, 2016 meeting date incorrect should be Feb. 9, 2016)				APPROVED		
DECEMBER						
Present: Rick Barnes Deland Davis Samuel Gray James Moreno Carlyle Sims Becky Squires John Stetler Marcel Stoetzel Glenn Perian Leona Parrish	Z-10-15	47 N. Washington Ave. Parcel #5020-00-059-0	Mr. William Phillips, Pres. & CEO Neighborhoods Inc. 47 N. Washington Ave. Battle Creek, MI 49017	Request for a variance to allow a sign to be located at a height above the bottom edge of 2nd story window. Prop. Zoned C-3 Intensive Business.	APPROVED	
Election of Officers: (Need Temp Vice-Chair until 2016 Election)			Chair: John Stetler Vice-Chair: Samuel Gray		APPROVED	

## ❖ Historic District Commission

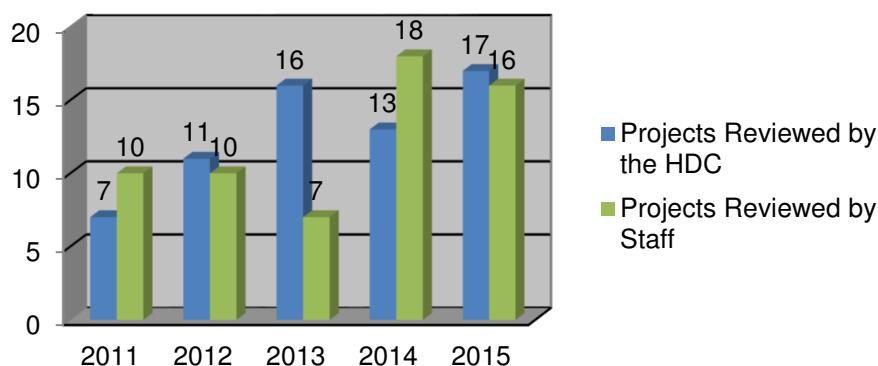
The Historic District Commission consists of seven members appointed by the Mayor and approved by the City Commission for three-year, staggered terms. The primary responsibility of the Historic District Commission is to review applications and plans for the construction, alteration, repair, moving or demolition affecting the exterior appearance of an historic or non-historic resource within any of the five Local Historic Districts. They may also propose to create or modify existing historic districts, and can create a Study Committee to analyze requests for historic designation of specific properties within or outside of historic districts. The Historic District Commission meets at 4:00 P.M. on the 2<sup>nd</sup> Monday of each month.

State law and local ordinance reflect some specific membership qualifications for the Historic District Commission, including for example that one member, if available, shall be a graduate of an accredited school of architecture, have at least two years of architectural experience, or be an architect registered in the state. One City Commissioner has typically served on the Historic District Commission as a liaison but has no voting rights. Members of the Historic District Commission at the end of 2015 included:

<b><u>Name:</u></b>	<b><u>Term Expires</u></b>
Michael Troutman	1-1-2018
Kim Tuck	1-1-2018
Patrick Barnett	1-1-2017
Dan Buscher	1-1-2016
Jim Hopkins	1-1-2016
Bruce Philips	1-1-2016
Commissioner Kaytee Faris, Ex-Officio	

In late 2010, the HDC passed a resolution authorizing staff approval of minor classes of work in order to expedite approval times for certain types of projects. The following charts summarize the number and type of petitions received in 2015, and compares them with information from the past five years. The spreadsheet on pages 14-19 documents the activities of the Historic District Commission in 2015.

Historic District Commission Activity by Year



# Historic District Commission - Summary Year 2015

Month	Appeal #	Address	Applicant	Action
<b>January</b>				
<b>Present:</b> <i>Susan Baldwin, Liasion</i> <i>Kaytee Faris</i> <i>Jim Hopkins</i> <i>Burce Phillips</i> <i>Mike Troutman</i> <i>Marcel Stoetzel</i> <i>Glenn Perian</i> <i>Leona Parrish</i>	#H-01-15	<b><u>112 Frelinghuysen</u></b> Remove french doors and replace with windows & new siding.	Helping the Community, Mr. Joseph Rocha 265 Capital Avenue, N.E., Battle Creek, MI 49017	<b>DENIED</b>
	#H-02-15	<b><u>116 Frelinghuysen Ave.</u></b> Add Privacy Fence & Deck to rear of prop.(Not attached to House)	Kathleen M. Staib 116 Frelinghuysen Avenue Battle Creek, MI 49017	<b>APPROVED</b>
	#H-03-15	<b><u>181 W. Emmett Street</u></b> Three new signs to reflect name change from Family Health Center to Grace Health.	Family Health Center "Grace Health" Mr. David Draper 181 W. Emmett Street Battle Creek, MI 49037	<b>APPROVED</b>
	#H-04-15	<b><u>60/62 E. Michigan Avenue</u></b> New Signs: Window vinyl sign 2 exterior mounted signs & 1 monument sign.	Community Healthcare Connections Ms. Susan Cook, Human Resources Coord. 62 E. Michigan Avenue Battle Creek, MI 49017	<b>APPROVED</b>
		<b><u>66 E. Michigan Avenue</u></b> Change out of Banners	Sign Writer (Attn: Jane) 633 W. Michigan Avenue Kalamazoo, MI 49007	<b>APPROVED: By Planning Staff</b>

**Election of Officers: Mike Troutman as Chairperson & Kaytee Faris as Vice-Chair**

<b>February</b>				
<b>Present:</b>		<b>Monthly Mtg. CANCELED</b>	(No Petitions Received)	
<b>March</b>				
<b>Present:</b> <i>Kaytee Faris</i> <i>Jim Hopkins</i> <i>Burce Phillips</i> <i>Mike Troutman</i> <i>Kim Tuck</i> <i>Marcel Stoetzel</i>	#H-05-15	<b><u>51 W. Michigan Avenue</u></b> New Door Awning & New Projection Sign for Book Store.	Mr. James Donahue on behalf of owner Michael J. Ogrin; for Battle Creek Book Store @ 51 W. Michigan Avenue, Battle Creek, MI 49017	<b>APPROVED</b>
	#H-06-15	<b><u>70 Walter Avenue</u></b> Demolish Residential Building	Mr. Dennis McKinley, City of B.C. on behalf of Calhoun County; 10 N. Division, B.C., MI	<b>APPROVED</b>



# Historic District Commission - Summary Year 2015

Month	Appeal #	Address	Applicant	Action
Glenn Perian Leona Parrish		<b><u>38 Merwood Dr.</u></b> Rear Privacy (6' dogear fence)	Mr. Tom VanDaff 38 Merwood Drive Battle Creek, MI 49017	<b>APPROVED: By Planning Staff</b>
<b>April</b>				
<b>Present:</b> Kaytee Faris Jim Hopkins Bruce Phillips Mike Troutman Kim Tuck <u>Susan Baldwin</u> Marcel Stoetzel Christine Zuzga Leona Parrish	#H-07-15	<b><u>138 Ann Avenue</u></b> Request to install chain-link fencing on Kendall & Ann Ave. Corner of lot.	Ms. Jenise Furman 138 Ann Avenue Battle Creek, MI 49037	<b>APPROVED</b>
		<b><u>133 E. Michigan Avenue</u></b> New Roof - Like for Like	Sherriff-Goslin Co. (Mr. John Lovely 10 Avenue C Battle Creek, MI 49015	<b>APPROVED: By Planning Staff</b>
		<b><u>77 Wilkes Street</u></b> Fence Replacement Rear Yd.	Ms. Jennifer Wheeler 77 Wilkes Street Battle Creek, MI	<b>APPROVED: By Planning Staff</b>
		<b><u>25 Crest Drive</u></b> New Roof Like for Like	R. Johnson Builders 113 Tuttle Dr. Sherwood, MI 49089	<b>APPROVED: By Planning Staff</b>
<b>May</b>				
<b>Present:</b> Dan Buscher Kaytee Faris Jim Hopkins <u>Kim Tuck</u> Marcel Stoetzel Christine Zuzga Leona Parrish	#H-08-15	<b><u>165 N. Washington Ave.</u></b> Bronson requesting sign replacement for HelpNet and Behavioral Health Svcs.	RNL Sign Co., Mr. Mark Ritchie (Behalf of Bronson) 6185 West KL Ave. Kalamazoo, MI 49009	<b>APPROVED</b>
<b>June</b>				
<b>Present:</b> Dan Buscher Kaytee Faris Jim Hopkins Burce Phillips	#H-09-15	<b><u>32 W. Michigan Avenue</u></b> New Sign for Battle Creek Community Foundation & Future Tenants	Valley City Sign Co. 5009 W. River Drive Comstock Park, MI 49321	<b>APPROVED</b>

# Historic District Commission - Summary Year 2015

Month	Appeal #	Address	Applicant	Action
<u>Mike Troutman</u> <u>Marcel Stoetzel</u> <u>Christine Zuzga</u> <u>Leona Parrish</u>		<u>55 Merwood Drive</u>	Michael Vincent & Victoria Vink	<b>APPROVED: By Planning Staff</b>
		Repair Front Porch/Stoop	55 Merwood Drive	
		Slate Like for Like	Battle Creek, MI 49017	
		<u>10 N. Division Street</u>	City of Battle Creek, Ms. Sue McBride	
		City Hall requesting to install replacement windows like for like.	10 N. Division St., Battle Creek, MI 49014	<b>APPROVED: By Planning Staff</b>
<u>July</u>				
<b>Present:</b> <u>Kaytee Faris</u> <u>Jim Hopkins</u> <u>Bruce Phillips</u> <u>Mike Troutman</u> <u>Kim Tuck</u>	#H-10-15	<u>62 E. Michigan Avenue</u> New Sign for Community HealthCare Connections Founder Name -"Collins" <u>on front of building.</u>	Susan Cook, Human Resources Oper. Mgr. Community HealthCare Connections 62 E. Michigan Avenue Battle Creek, MI 49017	<b>APPROVED</b>
<u>Susan Baldwin</u> <u>Marcel Stoetzel</u> <u>Christine Zuzga</u> <u>Leona Parrish</u>	#H-11-15	<u>56 W. Michigan Avenue</u> New Sign for Hall of Toys (Projection Sign)	Brett Hall 275 Central Street Battle Creek, MI 49017	<b>APPROVED</b>
	#H-12-15	<u>26 Fremont Street</u> Restore and/or replace damaged exterior elements; new roof, restore windows rebuild chimney tops & rebuild original front porch.	Kim Tuck (on behalf of Calhoun Cnty. & City of B.C.) 2288 Beckley Rd. Battle Creek, MI 49015	<b>APPROVED</b>
		<u>70 Merwood Drive</u> Replacement of Garage Doors (Repair Like for Like)	Harold D. & Lucille A. Johnson 70 Merwood Drive Battle Creek, MI 49017	<b>APPROVED: By Planning Staff</b>
<u>August</u>				
<b>Present:</b>		<b>Monthly Mtg. CANCELED</b>	(No Petitions Received)	
<u>September</u>				
<b>Present:</b> <u>Kaytee Faris</u> <u>Jim Hopkins</u> <u>Kim Tuck</u>	#H-13-15	<u>245 W. Michigan Avenue</u> Parking lot & signage with fencing & landscaping.	BC Community Foundation 32 W. Michigan Ave. Battle Creek, MI 49017	<b>Postponed - No Quoram</b>

# Historic District Commission - Summary Year 2015

Month	Appeal #	Address	Applicant	Action
Marcel Stoetzel Christine Zuzga Glenn Perian Leona Parrish	#H-14-15	<b><u>199 E. Emmett Street</u></b> Remove wood & replace with new siding & wood beams.	Mr. David Thompson 199 E. Emmett Street Battle Creek, MI 49017	<b>Postponed - No Quoram</b>
		<b><u>78 Frelinghuysen</u></b> Repair Rear Deck (Repair Like for Like)	Leotis & Pearl McNutt 39 Keith Drive Battle Creek, MI 49037	<b>APPROVED: By Planning Staff</b>
<b><u>October</u></b>				
<b>Present:</b>				
Patrick Barnett Dan Buscher Kaytee Faris Jim Hopkins	#H-13-15	<b><u>245 W. Michigan Avenue</u></b> Parking lot & signage with fencing & landscaping.	BC Community Foundation 32 W. Michigan Ave. Battle Creek, MI 49017	<b>APPROVED</b>
Bruce Phillips Mike Troutman Kim Tuck <u>Susan Baldwin</u>	#H-14-15	<b><u>199 E. Emmett Street</u></b> Remove wood & replace with new siding & wood beams.	Mr. David Thompson 199 E. Emmett Street Battle Creek, MI 49017	<b>TABLE</b> <b>(Request more information from owner)</b>
Marcel Stoetzel Glenn Perian Leona Parrish	#H-15-15	<b><u>74 E. Michigan Avenue</u></b> Remove shingles and replace with new metal roof.	Dutch Brothers Construction Samuel Herschberger 9875 Bird Road Dowling, MI 49050	<b>APPROVED</b>
	<b>Review</b>	<b><u>68 Frelinghuysen Ave.</u></b> Replace front porch railings & spindles to original design.	Mr. Steven Halderson 68 Frelinghuysen Avenue Battle Creek, MI 49017	<b>TABLE (To allow 30 addl. Days) compliance date of 11/09/15 or result in Circuit Court Ticket)</b>
	<b>Review</b>	<b><u>112 Frelinghuysen Ave.</u></b> Removed 2nd story window balconies w/o approval (Was denied by HDC on 1/15/15; did not reinstall baconies as told)	Mr. Joseph Rocha 265 Capital Ave., N.E. Battle Creek, MI 49017	<b>APPROVED (To allow a compliance date of 11/16/15 or result in Circuit Court Ticket)</b>
		<b><u>68-70 Frelinghuysen Ave.</u></b> Replace Front Porch Railings (Repair Like for Like)	Steven Halldorson 68 Frelinghuysen Ave. Battle Creek, MI 49017	<b>APPROVED: By Planning Staff</b>
		<b><u>175 Capital Avenue, N.E.</u></b>	John Neal	<b>APPROVED: By Planning Staff</b>

# Historic District Commission - Summary Year 2015

Month	Appeal #	Address	Applicant	Action
		Repair Roof & Chimney (Repair Like for Like)	13463 Beadle Lake Rd. Battle Creek, MI 49014	
		<b><u>175 Capital Avenue, N.E.</u></b> Repair Roof - Like for Like	Fidel Martinez 29 Walter Ave, Battle Creek, MI 49037	<b>APPROVED: By Planning Staff</b>
		<b><u>24 Merwood Dr.</u></b> New Flat Roof & Brick Repair	X-Tream Roofing LLC , Jason Harner 371 Upton Ave., Battle Creek, MI 49037	<b>APPROVED: By Planning Staff</b>

## 2016 Meeting Dates for Historic District Commission Meetings.

**APPROVED**

### November

#### **Present:**

Patrick Barnett  
Dan Buscher  
Kaytee Faris  
Jim Hopkins  
Bruce Phillips  
Mike Troutman  
Kim Tuck  
Susan Baldwin  
Marcel Stoetzel  
Glenn Perian  
Leona Parrish

#H-14-15

#### **199 E. Emmett Street**

Remove wood & replace  
with new siding & wood beams.

Mr. David Thompson  
199 E. Emmett Street  
Battle Creek, MI 49017

**APPROVED**

**(Enclosure with same stucco &  
beams painted/stained as house)**

### December

#### **Present:**

Daniel Buscher  
Jim Hopkins  
Bruce Phillips  
Michael Troutman  
Kim Tuck  
Marcel Stoetzel  
Glenn Perian  
Leona Parrish

#H-16-15

#### **51 W. Michigan Ave. (Ste. C)**

Projection sign for Energy  
Nook Business.

Mr. Chris Cooley  
51 W. Michigan Avenue, Ste. C  
Battle Creek, MI 49017

**APPROVED**

#H-17-15

#### **47 N. Washington Ave.**

New Signage

Neighborhoods Inc., Mr. William Phillips  
47 N. Washington Avenue  
Battle Creek, MI 49037

**APPROVED**

#### **50 W. Michigan**

Repair Roof - Like for Like

Calhoun County Land Bank/McDonald's Roofing  
315 W. Green Street, Marshall MI 49068

**APPROVED: By Planning Staff**

#### **64 W. Michigan**

Calhoun County Land Bank/McDonald's Roofing

**APPROVED: By Planning Staff**

## Historic District Commission - Summary Year 2015

Month	Appeal #	Address	Applicant	Action
		Repair Roof - Like for Like	315 W. Green Street, Marshall MI 49068	
	<u>15 Carlyle</u>	Flat Roof Replacement Like for Like	Calhoun County Land Bank/McDonald's Roofing 315 W. Green Street, Marshall MI 49068	<b>APPROVED: By Planning Staff</b>

---

## **OTHER DEPARTMENT ACTIVITIES**

### **❖ Current and Ongoing Planning Initiatives**

#### **Target Market Analysis**

In collaboration with the Calhoun County Treasurer, the City of Battle Creek Planning and Community Development departments, the City of Albion and the Albion Economic Development Corporation, the Calhoun County Land Bank Authority received a grant from the Michigan State Housing Development Authority that studied the market potential for new residential development opportunities in downtown Battle Creek and downtown Albion. It identified potential new housing types and each market's ability to support them, and will help the communities with long-range planning. The plan and its findings will be incorporated into the Master Plan.

#### **Walkup Study**

Partnering with the City of Kalamazoo, the Walkable Urban Places (WalkUp's) Study, by Chris Leinberger of the George Washington University School of Business, studied local Walk-UP's and their potential impact to the community. The premise of this study is that walkable neighborhoods and city centers are seeing increases in market demand, and it is important for communities to identify these areas to focus their efforts.

#### **Redevelopment Ready Communities (RRC)**

Another state-wide initiative, RRC is a certification program that promotes communities that are competitive and ready for redevelopment. The process and eventual certification ensures that a community is transparent, predictable, and efficient in their daily development practices, which includes having a streamlined development review process. The first step after approval is an evaluation period where the program team measures the community against a set of standards based on the RRC Best Practices. The evaluation was presented to the City Commission on September 15, 2015 and at that time the Commission approved a resolution authorizing staff to move forward on remedying any deficiencies listed in the evaluation. Out of 40 qualifiers, the City has 16 deficiencies; the bulk of these are relatively easy amendments to applications and/or website information though six include more time intensive ordinance amendments and community plans.

#### **Fresh Coast Capital**

Planning staff coordinated a vacant parcel management agreement between multiple City departments and Fresh Coast Capital (FCC), an impact driven investment company that redevelops vacant and/or blighted properties into passive reuse including tree farms, green infrastructure and/or urban agriculture projects.

The City Commission approved a resolution at their December 15, 2015 meeting to allow for the planting of hybrid poplar trees at the former Wilson Elementary school site. Fresh Coast has also been working with Battle Creek Public Schools for use and management of the school district property at that location.

The project at this location is a pilot project, and FCC would like to explore other opportunities in Battle Creek. With the large number of square miles in the City and changing markets and demographics it is important that the City consider reuse opportunities that will prevent vacant/blighted properties, maintain and potentially improve the tax base, and allow for full use of property.

## **Master Plan**

The update of the 1997 Master Plan began in early summer 2015. The early stages of the plan included data collection and analysis for the establishment of the existing conditions report. Three surveys, one of which included a spatial mapping survey, was created and nine community workshops held that centered around community assets and issues/concerns. Another important piece for the beginning of this process was the collection and review of other important community planning and engagement work that has been done the last few years, including the above mentioned plans, the Consolidated Plan, and BC Vision. Staff recognizes the amount of time and effort various local agencies have spent on these efforts and will ensure that all relevant information will be reflected in the master plan.

## **❖ Ordinance Implementation/Enforcement**

### **Site Plan Review**

The zoning ordinance requires that a sealed site plan be submitted and approved for all development or redevelopment of multi-family, commercial, and industrial structures and/or off-street parking lots (new or expansions). The primary intent of the review is to ensure that the proposed development complies with regulations in the zoning ordinance as well as to insure proper infrastructure is in place to support the project and that appropriate pedestrian, vehicular traffic flow, and stormwater management is provided. Site plans are submitted to the Planning Department and reviewed by this department as well as the Inspections Department and Department of Public Works. A site plan is a legally binding document, and therefore, both Inspections and Planning inspect the property throughout construction to ensure compliance with the approved site plan.

The following chart shows the nineteen projects that were been submitted for site plan review in 2015, many of which exhibit a significant investment in our community.

<b>2015 Site Plan Approvals</b>			
<b>PERMIT #</b>	<b>APPLICANT</b>	<b>ADDRESS</b>	<b>DESCRIPTION</b>
PSPR15-0005	JN Newman Co. LLC	16027 S. Airport Rd.	Brutsche Airport Hanger (New 75 ft. x 60 ft. Hanger)
PSPR15-0002	Pizza Hut/Moes Southwest Grille	5401 Beckley Rd.	Demo old Pizza Hut & Build New; not approved, not resubmitted.
PSPR15-0001	Cereal City Pediatrics	4520 Beckley Road	11,363 s.f. medical office building; 73 parking spaces
PSPR15-0003	Goodwill Industries	15383 S.Helmer Rd.	Building reno; 8 parking spaces added.
PSPR15-0004	WKW Roof Rails LLC	215 N. Hill Brady Rd.	Add Pre Engineered Bldg & Canopy Enclosure, Electro Plating 43,700 Sq. Ft.
PSPR15-0006	Salvation Army	400 Capital Ave., NE	New Addition
PSPR15-0007	Peterman Concrete Co.	30 Watkins Rd.	Construction of 4,968 sq.ft. Modular Concrete Storage Bldg.
PSPR15-0008	BC Police	301 Elm Street	BCPD Renovation & Addition
PSPR15-0009	Consumers Professional Credit Union	687 Capital Ave., S.W.	Demolish existing building; build new 2,734 sq. ft. bldg. & 16,136 sq. ft. parking (22 spaces)
PSPR15-0010	SFR Properties LLC	1101 W. Columbia	Demolish existing bldg. & build new 2,900 sq. ft. retail bldg. with 15 parking spaces.

PSPR15-0011	Ganton Lakeview Senior Living	14661 S. Helmer Rd.	Construct 11 new units addition (7,400 s. F.) No new parking spaces proposed.
PSPR15-0012	Kellogg Community College	405 Hill Brady Rd.	Construct a 8,402 sq. ft. addition on the backside of existing bldg. to be used for Business/Educ..
PSPR15-0013	ASMO-Manufacturing	500 Fitz Keiper Blvd.	Building Addition (240 x 210)
PSPR15-0014	Finley's American Restaurant	148 E. Columbia Ave.	Parking Lot Expansion of 80 Spaces to be added to existing.
PSPR15-0015	Cosma Casting	10 Clark Road	Parking Lot Expansion of 84 Standard and 4 Handicap spaces to be added.

### **Zoning Enforcement**

The Planning Department is responsible for implementation and enforcement of zoning ordinance regulations. Enforcement action is a result of complaints received as well as proactive efforts in the community. In 2015 there were 350 zoning complaints/enforcements recorded, up from 252 in 2014, with the majority of violations requiring at least two inspections, one to verify the violation and another to ensure compliance. Following is a summary (and number in parenthesis) of zoning enforcements this department addressed in 2015:

#### **Rental Registration Permit Application Review (162)**

Upon receipt of a rental permit application, this department verifies that the number of units registered at a property is allowed in that zoning district. If not, a legal nonconforming investigation is opened (see below). This number has steadily decreased as rental properties enter into the system and maintain their licensing thereby reducing the need for additional zoning review.

#### **Non-Conforming Investigations (38) and Illegal Use Investigations (37)**

The Planning Department receives a number of inquiries as to the legal use of a property. There are many situations where the current use of a property is not permitted by the current zoning district, and in these instances, an investigation into the historical use and zoning of the property is needed in order to determine if the current use can be considered legal nonconforming. These investigations are very time intensive and take on average five hours per property as each requires a thorough investigation into all historical records the City maintains on a property, as well as a review of historical zoning maps and ordinances since 1924 when the City first adopted a zoning ordinance. With these documents, staff analyzes the historic use of a property in comparison to uses allowed by the historical zoning maps/ordinances to determine if the use has existed lawfully. If so, although not allowed by the current zoning regulations, this use would be allowed to continue as a legal nonconforming use.

In the instance where the current use of a property is not allowed by the zoning, and the use was never lawfully created at the property, the department will proceed with enforcement if necessary to ensure the structure complies with the current zoning regulations.

The greatest number of these requests arises from rental registration permit applications where the applicant is seeking multiple units when the current zoning may only allow one or two units. There are also frequent inquiries from appraisers and realtors inquiring as to the appropriate use of a property. There is currently no fee for this investigation as we want to encourage property owners and other parties to actively seek the legal use of a property.



In 2015, the Planning Department performed thirty-eight nonconforming investigations. Of these investigations two properties were found to be in violation of the zoning ordinance and enforcement action was implemented to gain compliance. Staff also did a review of all downtown buildings located on/adjacent to Michigan Avenue to determine what residential units would be considered legal nonconforming, as this status potentially provides some relief from current building codes. The numbers of property research for this project are not included in the above totals.

Additionally, there were thirty-seven complaints regarding the potential illegal use of a property. These are recorded in a different manner than the above investigations because a nonconforming investigation had already been performed, or because it is clear that the alleged use would not be allowed on the property, i.e. car repair at a residential property.

#### Miscellaneous Enforcement (104)

Typical violations include, but are not limited to, parking (27), signage (31), improperly placed recreation vehicle (19), and fencing (25).

### **Miscellaneous**

#### Building permit application review

Effective November 2009, the Planning Department has reviewed all submitted building, demolition, signage, and fencing permits to ensure compliance with zoning regulations. Each request is reviewed based on the submitted facts included on the permit application as well as how the existing and proposed structures are situated on the property. In 2015, 1,939 permits were reviewed by the Planning Department. Where applications were not compliant with zoning regulations, contact was made with the applicant to assist them with changes necessary for the project to be in compliance and approved.

#### City Business License Application Review (115)

The Planning Department reviews each license request for liquor licenses (new and renewal), used car sales, and secondhand good/junk facilities for compliance with the zoning ordinance as well as general code compliance. This review ensures the request is compliant with the zoning district in which the property is located, but also a review of existing conditions at the property to ensure there are no open zoning violations of any nature.

### **SUMMARY**

The amount of requests coming into the department has been relatively consistent with previous years, though there is a decline in the types of projects requiring additional approvals from any of the appropriate boards and commissions. This may be due in part to the assistance provided to applicants from the outset of a project to help it be successful in the most expeditious and efficient manner.

A priority project list is maintained by the Planning Department to ensure ongoing projects meet the goals of the Planning Commission, City Commission and the community as a whole. In the upcoming year, progress will be made on the update to the master plan and those planning efforts needed to achieve Redevelopment Ready Certification.